



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SERVICES
220 French Landing Drive
Nashville, TN 37243-1002
(615) 741-1031

Workforce Services Policy - Transfer Authority for Adult and Dislocated Worker Funds
TN-WIOA (17-3)

Effective Date: February 10, 2017
Duration: Until changed

Purpose:

The purpose of this policy is to notify the Local Workforce Development Boards of the allowability to transfer funds between Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker programs (Title I).

Scope:

Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD), Tennessee Department of Economic and Community Development (TDECD), Tennessee Department of Education (TDOE), Tennessee Eligible Training Providers (ETPs), Department of Human Services (TDHS), Tennessee Secretary of State, Adult Education (AE), Rehabilitation Services (RS), Office of Registered Apprenticeship (RA), State Workforce Development Board (SWDB), Division of Workforce Services (WFS), Regional Council (RC), American Job Center (AJC), American Job Center Operator (AJC Operator), American Job Center Access Point (AJC Access Point), Workforce Innovation and Opportunity Act (WIOA), Local Workforce Development Boards (LWDBs), Local Workforce Development Areas (LWDAs), other Workforce System Subrecipients (Subrecipients), Workforce System Partners (Partners); Chief Local Elected Officials (CLEOs)

References:

Workforce Innovation and Opportunity Act Section 133(b)(4) and 20 CFR 683.130

Background:

As explained in **WIOA Section 133**, a Local Board may transfer up to 100 percent of a Program Year (PY) and Fiscal Year (FY) allocation employment and training activities and up

to 100 percent between the adult and dislocated worker programs. No funds may be transferred to or from the Youth Program. All transfers will only occur upon written approval from Tennessee Department of Labor and Workforce Development (TDLWD) fiscal staff. When a local board elects to exercise its transfer authority, it is important to adhere to the follow policy guidelines.

Instructions:

The local board via the designated fiscal agent will submit a transfer request along with Attachment A via email to WSPayment.Requests@tn.gov. Request will include:

1. Justification for the repurpose of funds.
2. Completed copy of Attachment A
3. An assurance that there are sufficient funds in the budget for required activities for the remainder of the PY and FY.

If a local board has unforeseen circumstances that may require an exception, the local board must immediately contact Workforce Services for further discussion and direction.

Local Workforce Development Boards (LWDBs) should be aware that the lack of or a limited number of participants for a particular funding stream does not automatically provide justification for a transfer of funds from one program to another program. Requests for transfers must be made by e-mail, and must be signed by the designated fiscal agent.

LWDBs should work with TDLWD regional directors to ensure that funding requests are in line with local and regional plans in regard to the ability to serve adult and dislocated workers based on area needs and percentages.

Review Process:

TDLWD Fiscal staff will review the Adult and Dislocated Worker accrued expenditures, obligations, balances, and/or other criteria including but not limited to:

- Current labor and market Information to assess justification for request to repurpose funds
- Current performance data to assess justification for request to repurpose funds
- Aggressive recruitment of the most in-need for the adult population or recruitment of the long-term dislocated worker population has increased
- The LWDB has adjusted the average cost per participant for the local area
- The LWDB has made every effort to recruit and to market the availability of services to participants
- The LWDB has reviewed JOBS4tn.gov Dislocated Worker Report to ensure Dislocated Workers are being served and reached.

After reviewing the request, TDLWD Fiscal staff shall e-mail an official determination to:

1. The Chief Elected Official
2. The LWDA Director

3. The TDLWD Regional Director and
4. The Fiscal Agent within 10 business days.

Appeal Process:

A local board may appeal a determination of its transfer request to the Administrator of Workforce Services within 10 calendar days from the received date of the notice. The appeal must be via email and state the grounds for the appeal.

Contact:

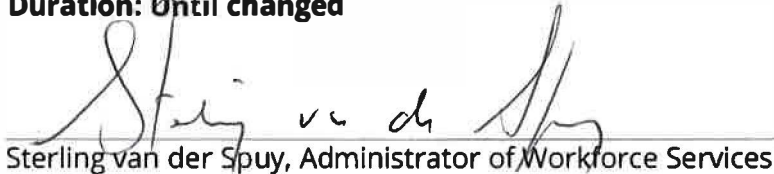
For any questions related to this policy contact Nicholas Bishop, Director of Compliance and Policy-Division of Workforce Services, at (615) 741-0286 or Nicholas.Bishop@tn.gov

Attachment:

Attachment A - Title 1 Request Form

Effective Date: February 10, 2017

Duration: Until changed



Sterling van der Spuy, Administrator of Workforce Services

ATTACHMENT A

LWDA #

Request Date:

Contract #

Budget Line Item Description	Current Approved Budget	Proposed Line Item Increase (Decrease)	Modified Line Item Budget
Administrative Funds	\$ -	\$ -	\$ -
Program Funds -Dislocated Worker Funds	\$ -	\$ -	\$ -
Program Funds - Adult activities	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -